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STATEWIDE INTEROPERABILITY EXECUTIVE COUNCIL

GOWEN FIELD, BOISE ID

Meeting Minutes, November 18, 2004

Members Present:

- Chair R. Mark Lockwood, Idaho Chiefs of Police Association
- Michael Candelaria, United States Dept. of the Interior
- Dan Charboneau, Idaho State Police
- Steve Jenkins, National Interagency Fire Center
- Greg Laragan, Idaho Transportation Dept.
- Shana Munroe (for Dia Gainor), Idaho Dept. of Health & Welfare
- Scott Reese, Association of Idaho Cities
- Scott Reinecker, Idaho Dept. of Fish & Game
- Joe Roche, Idaho Dept. of Administration
- Rodney Schlien (for Jay Christensen), Idaho Dept. of Correction
- Steve Southwick, Idaho Sheriffs Association

Staff:

- Dodie Collier, Project Manager, SIEC
- Sandy Harris, Administrative Assistant, SIEC

Guests:

- Nathan Bentley, Dept. of Administration-ITRMC
- Bill Bishop, Idaho Bureau of Homeland Security
- Drew Bodie, Boise County Sheriff
- Bruce Branlund, Motorola
- Bob Cagle, ICTAP
- Ann Cronin, Emergency Communications Commission
- Kit Eldredge, M/A-Com
- Lorraine Elfering, Canyon County Sheriff's Office
- Bart Hamilton, Ada County Sheriff's Office
- Chet Hillard, ICTAP
- Matt Howarth, Motorola
- Gordon Howell, Bannock County
- Stan Passey, Idaho State Police
- Jim Price, Idaho Dept of Administration
- Les Shadduck, Ada County Sheriff's Office
- Roger Sharp, Canyon County Sheriff's Office
- Greg Zickau, Information Technology Resource Management Council

Welcome/Introductions – Chair Lockwood

Chair Lockwood called the meeting to order. An attendance sheet was passed around. Attendees and guests introduced themselves. There was a full quorum present.

Review & Approve Minutes – Chair Lockwood

There were no corrections to the minutes. A motion was made by Southwick to accept the minutes, seconded by Roche. The motion passed by a unanimous vote.

SIEC Draft Bylaws – Chair Lockwood

The Chair reviewed the Draft Bylaws of the Statewide Interoperability Executive Council document. The following suggestions were made:

- It was suggested that Section 3.8, **Travel**, All travel is subject to State of Idaho Travel Policy and Procedures as defined by the State Board of Examiners, be added to the Bylaws. The Travel Policy would apply to municipal and county members of the Council by virtue of the funding criteria that had been set by the federal government. Travel was not taken into account when the SIEC budget was set. It was discussed that the Council needs to determine what the travel needs were and if travel expenses were a deterrent to having a full quorum present at the meetings, the issue would be discussed with the Idaho Bureau of Homeland Security, and if possible the budget would be adjusted to meet the needs of the Council members. It was suggested that Section 3.8 not be added into the Bylaws until funding was secured.
- It was suggested that Section 2.8B, **Reasonable and sufficient notice**, be modified to read that Council members be notified (7) days prior any meeting.
- It was suggested that Section 2.9, **Quorum**, be modified to read that one officer and a minimum of 50% of the voting members shall constitute a quorum.
- It was suggested that Section 2.12, **Proxies**, be modified to read that each Council member submit the name of their proxy and that the name shall be kept on record.
- It was suggested that Section 2.6, **Meetings**, be modified to remain consistent with the Executive Order—that the Council meet no less than four times annually.
- It was suggested that Section 2.13, **Voting on One’s Own Application**, and 2.14, **Special Interest Voting**, be combined and titled Conflict of Interest Statement and that conflict of interest be clearly defined.
- It was suggested that the last sentence of Section 2.1, **Number, Election and Qualification**, “Voting members may not vote on issues involving their entity” be included in the combined 2.13 and 2.14 Section.
- It was suggested that in Section 2.10, **Action by Vote**, the phrase “one vote per agency” be replaced with “one vote per voting member”.

The suggested changes will be made to a draft document and distributed to the Council members for their further review. The document will also be reviewed by the Deputy Attorney General for the Idaho Department of Administration. The Council plans to finalize the document at the December 2004 meeting.

SIEC Draft Subcommittee Descriptions – Chair Lockwood

The Chair reviewed the Draft Subcommittee Descriptions document with the Council. The following suggestions and corrections were made:

- It was suggested that Jim Price, who is retiring, be replaced by Greg Zickau on the Technical Subcommittee.
- It was stated that Stan Passey should be listed as serving on the Outreach Subcommittee.
- It was suggested that the description of the Technical Subcommittee be rewritten. It was not intended that the Council delegate its authority to the subcommittee. The subcommittee will perform research and provide technical assistance to the Council to accomplish the goals, purposes and objectives outlined in the Executive Order.
- It was stated that Dia Gainor had resigned as Chair of the Outreach Subcommittee. Shana Munroe volunteered to replace her as the Chair. There was some discussion as to whether she, being a proxy, could chair a subcommittee. It was determined that with the adoption of the Bylaws, she would qualify.
- Dan Charboneau volunteered to serve on the Outreach Subcommittee.
- Sheriff Drew Bodie, after expressing his desire to serve on a subcommittee, was asked to serve on the Outreach Subcommittee.
- It was suggested that Bill Bishop serve on the Funding Subcommittee.
- Bob Cagle was asked if ICTAP should have a representative on the Funding Subcommittee. He stated that he could be a resource or a consultant for the subcommittee, but not a member.
- It was suggested that the date 2006-2008 be eliminated from description of the Funding Subcommittee's goals and objectives as outlined in the SIEC Year-Two Strategy.

The Chair requested a motion that the Resource Subcommittee be renamed to the Funding Subcommittee. Reese made the motion, seconded by Roche. The motion passed by a unanimous vote.

The Chair reviewed what the Policy Subcommittee is and how it became a part of the group of subcommittees within the SIEC. It came about through the NGA application to attend the Policy Academy. Idaho was one of five states chosen.

There was discussion concerning the Interagency Liaison or Inter-Governmental Subcommittee. It was suggested that the responsibilities that are outlined could be placed with the Technical or Outreach Subcommittees. It was recommended that the Council leave the subcommittee vacant and that it be reserved for possible future growth.

It was suggested that if the time comes that the Council feels that it needs to expand their current scope as stated in the Executive Order, to plan and develop vision, and to enter the phase of facilitating contracts, that they revisit their charge with the Governor and possibly look for some legislative endorsement of their actions.

Michael Candelaria volunteered to serve on the Policy subcommittee.

Reese made a motion that the Council accept the assignments and subcommittees as they stood. As vacancies appeared they could be filled by the Chair and reviewed at the next meeting of the Council. It was suggested that the subcommittees be included in the Bylaws. There was subsequent discussion on the subject of funding for travel expenses.

The Chair restated the motion. The draft of current subcommittees and projected future subcommittees and the members of those subcommittees be adopted and made permanent by additions to the Bylaws. Through motion and vote those subcommittees would also have the ability to draw necessary resources in order to accomplish their objectives and goals. The motion was seconded by Roche. The motion passed by a unanimous vote.

SIEC Draft Year-Two Strategy – Chair Lockwood

The Chair reviewed the Draft Year-Two Strategy document with the Council.

For Goal 1 the following changes were made prior to the meeting and presented to the council for approval.

- December 16 2004: Inventory data gathering from SIEC, IBHS and ICTAP complete and presented by entities to Council.
- January 27 2005: Data analysis draft report by Technical Subcommittee to Council. Recommend development of a Request for Information asking vendors given the findings, develop a statewide concept for interoperable communications. Let RFI. First draft of Technical Subcommittee Interoperable Communications Concept completed, reviewed by Council and prepared for final draft.
- February 24 2005: Final draft of Technical Subcommittee statewide Interoperable Communications Concept complete, reviewed by Council and adopted.

After some discussion, the Council agreed that “Vision” be replaced with “Concept” throughout the entire document. Those changes will not be listed individually in these minutes.

For Goal 3 the following changes were made prior to the meeting and presented to the council for approval.

- April 28 2005: Second Generation Message: Outreach draft materials complete and ready for distribution.
- May 26 2005: Final Second Generation Message Concept to Council for adoption.
- May-September 2005: Completion of six (6) or more SIEC informational forums presented around the state.

The following changes were made during the meeting:

- The SIEC Council will develop and formalize collaborative agreements with statewide, regional and national partners based upon the SIEC interoperable communications vision for the state.
Resources: SIEC Council, SIEC Staff
- The following was deleted:
 - April 28 2005: Interagency Liaison or Inter-Governmental Subcommittee to develop draft strategic plan to achieve goal and presents to Council for approval.
In conjunction with:
- SIEC Outreach Subcommittee to produce the First and Second Generation Messages/education and deliver statewide in conjunction with SIEC Technical Subcommittee.
- April 28 2005: Draft Second Generation Messages.

It was suggested that someone on the Council contact BSU Production or Idaho Public TV as a resource and a cost saving measure in producing the Second Generation Message video.

- May 26 2004: Final Second Generation Messages completed and presented to Council for approval.

The Association of Idaho Cities meets on June 15, 2005. That would be the target date to present the Second Generation Message.

- May-September 2005: Completion of six (6) or more SIEC informational forums presented around the state.

For Goal 4 the following changes were made prior to the meeting and presented to the council for approval.

- February 24 2005: Final draft of Technical Subcommittee Interoperable Communications Concept completed, reviewed by Council and adopted.

The following changes were made during the meeting:

- SIEC Funding Subcommittee identifies and secures resources to continue functions necessary to achieve the SIEC mission.

Resources: SIEC Funding Subcommittee, SIEC Resource Subcommittee, SIEC Staff

For Goal 5 the following changes were made prior to the meeting and presented to the council for approval.

- March 24 2005: First draft of plan from established vision.
- April 26 2005: Final draft of design plan to Council for adoption.

The following changes were made during the meeting:

- March 24 2005: First draft of state of Idaho Interoperable Communications Plan from established concept.
- April 28 2005: Final draft of state of Idaho Interoperable Communications Plan to Council for adoption.

For Goal 6 the following changes were made during the meeting.

- SIEC Council to develop and formalize collaborative agreements with statewide, regional and national partners.

Resources: SIEC Council, SIEC Staff, ICTAP

For Goal 8 the following changes were made during the meeting.

- April 28 2005: First draft of Year Three SIEC Strategy and budget.
- February 24 2005: Legislative Event complete.

There was a suggestion from the audience that vendors help sponsor or subsidize Public Safety Conferences. Chair Lockwood stated that the suggestion would have to be discussed with the Attorney General's Office.

A motion was made by Southwick to adopt the Year Two Strategic Plan, seconded by Laragan. The motion passed by a unanimous vote.

ICTAP Site Survey Update – Bob Cagle

Click the link below to view ICTAP PowerPoint Presentation

<http://www.siec.id.gov/meetings/2004/ICTAP-Nov2004.ppt>

Emergency Communications Commission Update – Ann Cronin

Cronin briefed the Council on ECC activities. They included:

- The ECC had received its first request for mediation.
- ECC was moving forward with designing a baseline survey to determine the number and status of Idaho's PSAPs.
- Cronin mentioned her attendance at the National Association of 911 Administrators (NASNA) meeting. The Commission appointed her the Commission's delegate to NASNA.
- There had been some movement on Senate Bill 1250. It was not known whether it was positive or negative. There may have been a piece added to the bill that will “certainly kill it.”
- The next ECC meeting is January 6, 2005 at 9:00 a.m. in the West Conference Room of the Joe R. Williams building, 700 W. State Street.

Collier reported that at the ECC meeting she was asked about the information that the SIEC had been gathering. The SIEC will share their gathering tools, the form and online survey, with the ECC. The information that the SIEC had gathered has Homeland Security implications. A procedure would need to be worked out with the Idaho Bureau of Homeland Security concerning the sharing of actual data that had been collected.

Other Business – Chair Lockwood

No other business.

Planning for next meeting – Chair Lockwood

The next meeting will be December 16, 2004 at Gowen Field, Building 578 at 9:00 AM.

Adjournment – Chair Lockwood

A motion was made by Reese to adjourn, seconded by Charboneau. The motion passed by a unanimous vote.